State Court Administrative Office
Judicial Information Systems
Circuit Court System

The Judicial Information Systems Circuit Court System is a powerful tool to aid the Circuit Courts of Michigan in record keeping, caseflow management and administrative reporting. The system was designed by judges, court administrators, clerks and data processing departments of various counties in the state. The system recognizes the individual needs of the clerk and court and consolidates them into a common system effort.

Interactive System Features

The system provides, through this segment, the ability to retrieve information instantaneously from the data base by the use of a terminal. All case data is entered through this segment with the use of five update screens. All of these screens have edit criteria associated with them, this criteria provides date validation, dispositional checking and scheduling conflicts. Once entered, the information can be obtained through terminals physically located elsewhere in the county, and can be inquired upon in the following various manners.

Name Lookup
Given a name, the system searches the index for all cases associated with it and displays the referencing case number(s). The search can be found through last name, sound-alike or partial name look-up. Names are entered in this index as parties are entered at case initiation or by a separate name screen for cases not residing on the system.

Combined Docket and Courtroom Journal
The system provides in chronological sequence, the ability to examine the documents filed as well as associated activity from the courtroom. The user can obtain the same displayed format in hardcopy form. Some specific features include:

- Calendar - schedule and/or generate notice
- Reassignment of entire case or specific matters on a case to another judge
- Pop-up windows that contain information about charges, parties   and event codes
- Separate court sentencing screen

Courtroom Calendar
This feature is obtainable on the terminal and provides a list of activities scheduled in the courtroom delineated by judge, date and time.

Attorney Name Lookup
Given an attorney name, the system will provide the associated P-number, address and telephone number, with the ability to page forward and backward.

ADR
This function tracks the significant dates, fees, and court scheduling obligations for the cases in ADR, more specifically, Case Evaluation. It also provides in chronological sequence, the ability to examine documents associated with the progress of Case Evaluation that have been filed.

Probation
This module provides the probation departments with access to the Circuit Court case files as well as providing that department with the necessary tools to manage their respective caseload.

Cash
The system allows printing of receipts and posting of information collected when cash receipts are entered; either court related or non-court related. The cash system provides a daily cash receipts journal, transmittal worksheet (and final copy), bond list, court ordered payable report, restitution report, history transactions (by account or type), defendant balances report, a cash code list, and Summary of Audited Accounts Report.

Security
The system provides the ability to secure access from individual screens and reports available on all the Circuit Menus. A multi-county circuit residing on the same computer, using the same circuit files, may secure each user to his/her county's data, only. However, a circuit court administrator may have the ability to inquire, update, and report for all counties in his/her circuit as determined by his/her security screens.

Immediate Forms
This feature makes the following State Approved Forms available for printing on any printer: Judgment of Sentence/Commitment to Jail, Commit Juvenile to FIA, Notice to Appear, Order of Acquittal/ Dismissal or Remand, Dismissal Non Service/No Progress, Notice of Right to Timely Appeal and Request for Appointment of Attorney, Judgment of Sentence/ Commitment to Corrections Department, ADR Notice To Appear, Notice of Case Evaluation, Notice of Case Evaluation Results, Intent to Dismiss -No Progress, Order of Nolle Prosequi, Party Notification, Youthful Trainee Assignment, Order, Petition and Order to Show Cause, Bench Warrant, Bench Warrant Recall, Bond, Order Forfeiting Bond, Order for Vehicle Immobilization, Counseling and Testing Disease, Hearing on PPO Violation, Hearing on Show Cause for Violation of PPO, Order for DNA Sample, Order of Probation, Amendment of Order of Probation, Discharge from Probation, Petition and Bench Warrant, Petition and Order to Show Cause.

Advanced Function Printing (AFP)
This feature makes the above mentioned State Approved forms available for printing as they appear on the camera ready copy, with appropriate font sizes and line-draw detailing, printing case data where appropriate. This feature requires the use of an IPDS (intelligent printer data stream) printer.

LEIN Interface & Criminal History Extract
This module provides the Court the ability to inquire and update the State Police's Criminal History Records System.

Prosecutor Interface
This interface provides for the interactive inquiry into the Court system for the prosecutor's offices that have the PAAM System implemented. Additionally, there will be a batch update of common data elements between the respective systems.

Abstract Reporting
This feature is for courts who process their abstracts on magnetic tape. An abstract can be created to update an individual's Secretary of State driving record. Tape processing replaces the printed abstracts and allows more flexibility in updating and correcting errors.

Jury Management
This module provides the ability to select prospective jurors from the annual Department of State list, generate qualification and personal history questionnaires, qualify jurors, select the jurors into terms and panels, summons the jurors, track jury service and voucher jury panels for payment. Many reports are available including the bi-annual Juror Reimbursement report requested by SCAO.

Batch System Features

Case Numeric List   This report provides a reference index of all cases sorted in ascending sequence by case number. It contains case numbers, judges name, plaintiff name, defendant name, file date, reopen date, disposition information and disposition code. The reports can be generated for:

- All cases
- Open, closed, deferred, under advisement, or ADR cases (all statuses or individually)
- Public or non-public cases
- All case types or specific case types
- All file dates or specific file dates
- All judges or one judge

Case Alphabetic List   This report provides an alphabetical listing of all parties involved with court cases, together with the last and next activity for each party. The reports can be generated for:

- All cases
- Open, closed, deferred, under advisement, or ADR cases (all statuses or individually)
- Public or non-public cases
- All case types or specific case types
- All file dates or specific file dates
- All judges or one judge

**Courtroom Calendar/
Worksheet**   The courtroom calendar and/or worksheet is a list of matters to be heard before a particular judge for a certain date, sequenced first by time then by event type. The worksheet can be used to record notes of the matters being heard and as a transmittal sheet for data entry. The calendar/worksheet can be generated for:

- A specific period of time (one week, one month, etc)
- One judge
- All events or specific event types

Notices   The system generates notices for events scheduled on the judge's calendar. Notices are sent to the attorneys or pro per parties involved. A proof of service for the court file is also generated. Notices can be selected to be printed by date, event, or by case number.

Case Load Report   This report is a summation of information derived from open dates, reopen dates, dispositional codes, dispositional dates and case types. When this option is selected a SCAO inventory report and an audit list is generated.

Case Review List   This report provides a list of cases that advise follow-up action. The action types can be selected together, individually or by any combination of the following categories:

- Criminal-No Next Action
- Review Requested
- Civil-No Next Action (All Answers Filed)

- Default on Party Due
- Non-Service Due
- Under Advisement
- Deferred status

Audit List This report provides a list of all cases that have had activity (additions, deletions or modifications) on a specified date and a description of the activity. The report is printed in case number order and logs all entries chronologically.

ADR Calendar This ADR calendar is a list of ADR matters to be heard at a specific location on a certain date as entered on the ADR case management screen.

ADR Notices This form is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for ADR hearing. The system also provides an additional notice to be placed in the file and indicates proof of service. The calendar can be selected by:

- Date
- All cases with scheduled matters or one case

ADR Review Report This report is generated to help manage the flow of cases through ADR. The report is based on the discovery deadline date and can be requested for a specific date period for all ADR cases.

ADR Statistic Report This report provides statistical information regarding cases ordered into ADR. The report will print the following information:

- Hearings scheduled
- Cases removed
- Hearings adjourned
- Hearings held
- Closed before accepted
- Hearings
- Remanded to district
- Rejected
- Closed after hearing
- Set for Trial

ADR Late Fees Report This report is used to determine those ADR cases which have parties with late fees assessed pursuant to MCR 2.403(1)(2).

Trial Activity Report This report provides a listing of all cases in which trial activity was disposed within the quarter, and reports the trial half-days that occurred. This report can be generated for:

- Specific dates (one week, one month, etc)
- All judges or one judge

Speedy Trial Worksheet

This report has two sections, Worksheet A and Worksheet B. The reports are for criminal cases with the following criteria:

A-shows cases where the defendant has been incarcerated more than six months.

B-shows cases where there has been a delay of 28 days or more between preliminary examination/waiver and arraignment on the information/indictment and trial.

This report can be generated for:

- Specific date
- All judges or one judge

Case Age Report

This report lists all cases that are still pending over two years in chronological order by county, judge, case filed date and case type. The report can be requested for one judge or all judges.

Case Distribution

This report lists a summation of the number of cases for each judge and then presents a distribution percentage for each judge of his total caseload. It also gives a disposition ration for the current year.

Pending Criminal List

This report is an alphabetical listing by defendant of all criminal cases that have not been closed, with the dates pertinent to the evaluation of status for each case. This report can be generated for:

- All pending criminal cases or specific file dates
- All judges or one judge

Pending Civil Case List

This report is a numerical listing of civil cases that have not been closed, with the pertinent dates relative to the case as a whole, as well as pertinent information relative to each party. This report can be generated for:

- All pending civil cases or specific file dates
- All judges or one judge
- All case types or a specific case type

Lack of Progress Report

This report is a numerical listing of civil cases with no action for a period of at least 91 days. This report can be generated for:

- Specific date
- All judges or one judge
- All case types or a specific case type

Entry Fees not Paid

This report provides the court with a listing of cases where:

- No fees were paid when the case was initiated
- Fees were waived

- Case is not subject to fees
- Fees were paid when the case was initiated

The report can be generated for a specific period of time based on file dates. An audit list for each of the above categories is also generated.

Post Judgment Activity This report indicates the amount of post-judgment activity that occurred in the Court for a specified period of time. This report can be generated for:

- Specific time periods
- All judges or one judge

**Time Guidelines
Compliance** These reports address the caseflow management and reporting criteria outlined in Supreme Court Administrative Order 1991-4.

Time Guidelines - Closed can be generated by a specific time period and for all judges or one judge.

Time Guidelines - Pending can be generated for all judges or one judge.

Calendar Summary The calendar summary is a week at a glance format of the calendar of events to be heard before a particular judge. The summary can be generated for:

- Specific time periods
- One judge

Drug Offense Report This report is a list of criminal cases with drug related charges. This report can be generated for:

- A specific time period

Probation Case Review This report is utilized to help the probation agents manage probationer follow-up and scheduling. This report will print information under the following categories:

- No next action
- No show
- Review requested

The report can be selected for all agents or one agent.

Probation Alpha List A list of all probationers that are being monitored by the probation department in last name sequence. This report is used as a backup in the event the interactive system is not available. The report can be selected for all agents or one agent.

**Probation Workload
Audit** This report is used as input for the generation of the Department of Corrections Workload Report. The probation clerk entry screen has the ability to change the supervision levels that are reflected in this report. The report can be selected for all agents or one agent.

Projected Discharge   This report lists current probationers and their tentative future discharge date. It can be generated for all agents or one agent.

Sentencing Guidelines   This report automatically generates the Sentencing Guideline Report(SIR). The report is generated from a series of questions used as input parameters for the SIR calculation.

Probation Global Agent Change   This program reassigns all cases from one agent to another. A report is generated listing the cases changed.

Fines/Costs/Restitution Balances Report   The balances report lists each probationer ordered to pay fines, costs, restitution, etc. and the balances due for each category. The report can be selected for all agents or one agent.

Probation Courtroom Calendar   The courtroom calendar is a schedule of events and/or a"worksheet" list of activity to be heard before a particular judge for a certain day, in order by time and type of event. The courtroom calendar may be integrated with the agent's calendar listing the type of report to be prepared for each of the events.

Probation Oversight Inquiry   The Probation Oversight Inquiry is a display of probationers that have made an oversight payment within a selected date period. The display may be requested by probationer's last name for a selected to/from date or all dates.

Report Generator   The report generation menu lists all fields available for use as criteria for any "ad hoc" report requested. The requested field names may be selected, printed or sorted for the report. This feature aids the court in responding to requests for statistical analysis and questionnaires.